

## STATE OF NEW JERSEY

## FINAL ADMINISTRATIVE ACTION OF THE CIVIL SERVICE COMMISSION

In the Matter of Intermittent Training Officer, Law Enforcement

CSC Docket No. 2020-1828

Request for Title Creation

**ISSUED: JANUARY 31, 2020** (SLK)

The Division of Agency Services (Agency Services) requests the creation of an intermittent non-competitive title, Intermittent Training Officer, Law Enforcement.

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Pursuant to N.J.A.C. 4A:3-3.8(e), Ocean County requests the establishment of an intermittent title, Intermittent Training Officer Law Enforcement, for use within the Ocean County Police Academy. In this regard, the Academy is administered by the Ocean County Sheriff's Office. The Sheriff's Office has an need fill positions primarily responsible urgent to for curriculum development/modification, which includes planning, organizing, coordinating, and implementing the evening Special Law Enforcement Officer II Program, which runs from September to May with classes scheduled Monday through Thursday.

Additionally, Ocean County has a need to fill positions where the work responsibilities are characterized by unpredictable work schedules associated with program course offerings that do not meet the criteria for regular, year-round, full-time or part-time assignments. Thus, it has been determined that the establishment of an intermittent title would serve as a viable solution in addressing its operational needs. The intermittent position will supplement, not displace or replace, current full-time and part-time staff who currently handle this work in addition to their other responsibilities.

In accordance with N.J.A.C., 4A:3-3.8(e)1, which allows a local appointing authority to request intermittent title designations, Ocean County has provided that the intermittent staff will receive prorated sick, vacation, personal and holiday

leave time, the prorated length of the Working Test Period for intermittent employees serving in this capacity will be 30 working days and the starting rate of pay will be \$20.43 per hour. In addition, Ocean County will be required to retain all records concerning intermittent employment and submit an annual report to its Civil Service Commission representative identifying all intermittent appointments made during the year and the employees' length of employment. The subject title will be assigned to the non-competitive division of the career service in accordance with N.J.A.C. 4A:3-3.8(e)2, which provides that, in local service, that appointments to intermittent titles shall be "made to career service positions within the non-competitive division." Additionally, Agency Services indicates that a title specification has been developed to accommodate this request.

Based on all of the foregoing, ample reasons exist for the creation of the subject intermittent title and to allocate the title to the non-competitive division of the career service.

## **ORDER**

It is ordered that the intermittent title, Intermittent Training Officer, Law Enforcement, be created and allocated to the non-competitive division. It is further ordered that such actions be effective the first Monday following the Civil Service Commission's approval.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE CIVIL SERVICE COMMISSION ON THE 29<sup>th</sup> DAY OF JANUARY, 2020

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